

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-26-82-13</b>	
DATE RECEIVED <b>9/10/82</b>	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>5-17-83</b>	Archivist of the United States <i>Robert V. ...</i>

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)  
**Department of Transportation**

2 MAJOR SUBDIVISION  
**U.S. Coast Guard**

3 MINOR SUBDIVISION  
**Office of Merchant Marine Safety**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Anthony Smith**

5 TEL EXT  
**755-7960**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

- A Request for immediate disposal
- B Request for disposal after a specified period of time or request for permanent retention

C DATE <b>9-3-82</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <b>C. R. PASSMORE, CAPT., USCG</b>	E TITLE <b>Chief, Management Analysis Division</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>The purpose of this request is to amend the following items of the Coast Guard Comprehensive Records Control Schedule #1 for disposal of Headquarters Records. Subject schedule is contained in Headquarters Instruction M5212.6, Headquarters Records Control Manual.</p> <p>404. Ship Structure Committee (SSC)</p> <p>a. Records containing minutes and agenda of meetings, reports, correspondence and administrative papers of joint interdepartmental investigations and meetings.</p> <p>b. Numbered Ship Structure Committee (SSC) research investigative reports published for maritime and academic use.</p>	<p>M5212.6 NCI-26-76-2/419</p> <p>11</p>	<p>for 30 years, Offer to NARS when 30 years old in 5 year blocks.</p> <p>21 items</p>

*as 9-2-82*  
*Mass Data Change Sheets are Required attached*  
*Pen and ink changes per conversation w/ Anthony Smith, G-CMA-4, 4-4-83. Agency sent out 6/6/83 by DMW.*  
*NNF + NCW sent out by DMW on 6-15-83.*



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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(3) Special Service or Limited Voyage Certificates.</p> <p>Separately maintain the certificates in the CFA. DESTROY when superseded or 1 year after vessel is listed as scrapped.</p> <p>Note: Admeasurement Case Files combined with item 410.a (1 and (2)).</p>	new series	
	<p>c. Gas and Chemical Carrier vessel case files (Letters of Compliance/Permit) plans, blueprints and related correspondence of undocumented vessels.</p> <p>DESTROY <sup>when</sup> 20 years old. <del>after letter of permit to enter U.S. Ports has been issued.</del> Transfer to FRC 2 years after plan review, approval or last transaction.</p>	<p>m5212.6 NCI-26- 76-2/ 410</p>	DAU
	<p>d. Public Service Vessel (USNS; CE, Hospital, Drill Rigs, Research Oceanographic, etc.) case files plans, blueprints and related correspondence of undocumented vessels.</p> <p>DESTROY <sup>when</sup> 20 years old. <del>after plan review, approval or last transaction.</del> Transfer to FRC 2 years after last transaction.</p>	u	DAU
	<p>e. Building vessel case files consists of correspondence of dimensions, designs, and plans with ship builders, naval architects, marine engineers; also Vessel Case /Project Standard Subject Heading Notice, Form CG-4639, for proposed ship construction.</p> <p>(1) DESTROY 5 years after initial submission if project is cancelled.</p> <p>(2) Merge into or with the commercial vessel case file (documented or undocumented) if project developed.</p> <p>(3) If (2) above is applicable, DESTROY Form CG-4639.</p>	<p>u</p> <p>u</p> <p>u</p>	
	(Old item f merged with item e above)		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>f. Specifications, operating manuals, computer calculation print-outs, of commercial vessels.</p> <p>g. Delete (RESERVED)</p> <p>h. Admeasurement forms and plans (paper copy or micro-film). See M5212.12, items 270 and 272.</p>	<p><del>Transfer to FRC 1 year after vessel is certificated or documented. DESTROY when vessel is 10 years old, or 1 year after vessel is listed as scrapped, whichever is sooner.</del></p> <p><b>PERMANENT.</b></p> <p>Transfer to FRC 1 year after vessel is scrapped. Offer to NARS when 20 years old in 5 year blocks.</p>	<p>M5212.6 NCI-26-80-3/ 410</p> <p>certified or documented.</p> <p>new series</p> <p>4/17/83 DAU (410A2C)</p>
411.	RESERVED		
412.	RESERVED		
413.	<p>h. Boiler file, includes propulsion boilers, auxiliary boilers, thermal fluid heaters, and boiler welding repairs (alphabetical by manufacturer and chronological by date of review).</p> <p>i. Pressure vessels, unfired (plans and letters of approval).</p> <p>j. Quality Assurance Requirements (welding and non-destructive examinations, procedures).</p> <p>k. No change</p> <p>l. Affidavits for valves fittings, flanges (Form CG-935A).</p> <p>m. Piping Systems (arrangement drawings, diagrams, component drawings and approval letters).</p>	<p>DESTROY 10 years after last date of review.</p> <p>DESTROY 5 years after last activity.</p> <p>DESTROY 10 years after last activity.</p> <p>"</p> <p>"</p> <p>DESTROY 2 years after termination by letter to manufacturer.</p> <p>DESTROY 5 years after last activity.</p>	<p>M5212.6 NCI-26-76-2/ 413</p> <p>DAU</p> <p>"</p> <p>DAU</p>

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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	n. No change		
	o. Manufacturer certification and Data Report, Form CG-2936, boilers and pressure vessels (geographical and chronological by date)	DESTROY 15 years after receipt from marine inspection office (20 years from date of approval).	M 5212.6 NCI-26- 76-2/ A13
	p. Marine Sanitation Devices Case Files (CIM 16714.3, 159 series). Consists of correspondence, plans, test, reports, miscellaneous small components.	Maintain in CFA while active. DESTROY <sup>when</sup> 15 years <sup>old.</sup> after termination. Transfer to FRC 3 years after Termination.	new series
	q. Oil Pollution Abatement Equipment Case Files (CIM 16714.3, 162 series). Consists of plans, correspondence, reports, test, and report data, miscellaneous small components.	Maintain in CFA while active. DESTROY <sup>when</sup> 15 years after termination. Transfer to FRC 3 years after termination.	new series
414.	RESERVED (Deleted, merged with item 410.e).		
419.	RESERVED (Deleted, is now item 404).		

*8*  
*4/17/83*  
**DAL**